

Agricultural Marketing Service  
Office of Deputy Administrator for Marketing Programs  
Fruit and Vegetable Division  
P.A.C.A. Branch  
Regional Office  
Agricultural Marketing Specialist (General)  
GS-1146-7

SJ FV45

## I. INTRODUCTION

The Branch administers the Perishable Agricultural Commodity Act (PACA), which prohibits unfair trade practices in the marketing of fresh and frozen fruits and vegetables in interstate or foreign commerce, and the Produce Agency Act (PAA).

The incumbent serves as an Agricultural Marketing Specialist responsible for performing developmental assignments as an advanced trainee Marketing Specialist.

## II. MAJOR DUTIES

Handles contractual disputes involved in reparation complaints of limited scope and complexity, and participates as a team member in broader investigations, through correspondence and personal contacts with the parties involved. Prepares portions of written analyses on results of findings.

Participates in conducting personal investigations and audits of business records to verify accounts of sales, assemble evidence for use in administrative or court proceedings, prevent or correct unfair practices in the trading of perishable agricultural commodities, and evaluate financial status of fruit and vegetable traders. Prepares portions of written analyses of results of audits and findings of investigations.

Conducts investigations, including examinations of books and records of produce dealers, for the purpose of determining whether a business is of a nature and is conducted in sufficient volume to require a license. Makes recommendations on whether a business requires a PACA license.

Travels with higher graded marketing specialists throughout the region for the purpose of assisting in conducting more difficult investigations under the PACA and PAA.

Counsels members of the produce industry by describing their rights and liabilities under the PACA.

Maintains ongoing contact with members of the produce industry and others involved in the marketing of fruits and vegetables to acquaint them with program objectives, policies, interpretations of the enabling statutes and regulations, and with the licensing requirements of the PACA to accept applications for license.

Adheres to Equal Employment and Civil Rights policies, goals, and objectives in performing the duties of this position. Assures that written and oral communications are bias-free and that differences of other employees and clients are respected and valued.

### III. JOB CONTROLS

A. Responsibility for the Work of Others: None.

D. Supervision and Guidance Received: The incumbent receives written and verbal instructions from the regional director and additional instructions through handbooks and memoranda. Also, reviews formal decisions of the Secretary and precedents established under the Acts. The employee works independently in carrying out regular and recurring assignments, but advice and guidance are provided on new or unusual situations/assignments. The incumbent's work is reviewed for completeness, appropriateness, accuracy, and conformance to Branch, Division and Agency regulations.

Guidelines consist of enabling statutes and a variety of Branch, Division, and Agency regulations, policies and procedures. The incumbent interprets and applies the guides consistent with past practice. New interpretations and adaptations are discussed with the supervisor or higher graded marketing specialist prior to application.